

LEGAL SECRETARY

DEFINITION:

Under general supervision, coordinates and performs responsible, varied and confidential administrative and technical work in support of the City Attorney and Deputy City Attorney, which includes receptionist duties, typing, word processing, record keeping, filing, scheduling, research and other related administrative duties. May provide administrative support to other City functions and perform other related work as required.

CLASS CHARACTERISTICS:

This is a single position, non-exempt, confidential class responsible for all secretarial duties as required in support of the City Attorney's Office. Duties performed are complex and specialized requiring a thorough knowledge of legal secretarial procedures. This class is also distinguished from other secretarial classes by the high degree of confidentiality, mature judgement, initiative and assumption of responsibility which must be exercised in performing secretarial and administrative detail functions for the City Attorney's Office. The incumbent generally works under the direction of the City Attorney and Deputy City Attorney, however, also may receive some administrative direction from the Secretary to the City Manager.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Typing, preparation and rudimentary editing of pleadings, contracts, ordinances, resolutions and other legal documents.
2. Make arrangements for appointments, schedule court hearings and other miscellaneous meetings.
3. Maintain active litigation filing system and administrative files.
4. Write miscellaneous reports and correspondence.
5. Answer the telephone, provide basic information and direct calls to appropriate departments.
6. Prepare draft ordinances and resolutions from staff reports for City Attorney's review.
7. Coordinate with other City departments to finalize ordinances, resolutions and other legal documents.
8. Maintain office calendar along with City Attorney's calendar for meetings, court

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hearings, motions and project deadlines.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

9. Track assignments, contracts and correspondence to be reviewed by City Attorney.
10. Collect and compile documents.
11. Assist in the preparation and administration of the City Attorney's budget.
12. Maintain calendaring system for litigation.
13. Review incoming mail and take appropriate action.
14. Review legal publications for pertinent case law.
15. Respond to requests from and assist Deputy City Attorney.
16. Supervise and assist volunteer law clerk and/or interns.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Under the general direction of the Secretary to the City Manager, performs administrative support duties to assist other City departments.
2. Delivers packages to U. P. S. and/or post office for shipping.
3. Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Correct English usage, spelling, punctuation, grammar and vocabulary.
2. Legal terminology and legal procedures.
3. Reception and telephone techniques.
4. Letter and reporting writing.
5. Computers and word processing equipment.

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6. Local court rules and court forms.

Skill in:

1. Handling highly sensitive and confidential matters in a professional manner.
2. Typing at a speed of not less than 60 net words per minute from clear copy.
3. Planning and organizing own work.
4. Preparing reports, correspondence, and legal forms and documents.

Ability to:

1. Communicate effectively orally and in writing.
2. Work independently and make decisions on procedural matters with only limited direction received.
3. Maintain effective working relationships with those contacted in the course of work.
4. Deal with difficult or irate members of the public.
5. Work without immediate supervision for long periods of time.

JOB REQUIREMENTS:

1. Completion of high school or its equivalent.
2. Five years of increasingly responsible experience in legal secretarial work.
3. Additional qualifying education may be substituted for up to two years of the required experience on a year for year basis.

OTHER QUALIFICATIONS:

1. Possession of a Notary Public license.
2. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

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MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machines
5. Calculator
6. Telephones
7. Typewriter
8. Automobile
9. Keys to City locks
10. Postage machine

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Lifting up to 35 lbs
7. Organization of manual filing system
8. Legal library maintenance

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 93% of the time
Outdoors: varying conditions, 7% of the time
2. Noise level: quiet office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels